



The HELPING HANDbOOK



A Bais Yaakov parent's guide to
GIVING a hand and GETTING involved
2023-2024 / 5784



FOUR REASONS TO GET INVOLVED WITH THE BAIS YAAKOV!!

1. *YOUR DAUGHTER BENEFITS.*

2. *YOU MAKE A DIFFERENCE.*

3. *THERE'S A LOT TO BE DONE.*

These days, schools are asked to do more with less.
Our help is needed more than ever to fill in the gaps.

5. *WE CAN MATCH JOBS TO YOUR INTERESTS AND ABILITIES.*

We're thrilled to have people take on tasks that meet their skills and interests.

Introduction

“I am interested in becoming more involved in my children’s school. What do I do? Who should I speak to? ... How do I get to be a chairman for an event? ... I have a good idea for a new program, who should I tell? ... I work full time; am I still able to be an involved parent? ... I would love to be more active in the school, but I am concerned it will take up too much time. ... How can I become more active in school activities? ... How can I earn all of my ***Give or Get?***”

As all of our parents know, being involved in our children’s school is significant on a number of levels. When children see their parents committed to making their school a better place, they gain the understanding that their education and school experience is vital to their growth and that their parents are willing to designate time from their busy schedules to help out wherever they can. That’s a powerful lesson, not only in the importance of their chinuch, but in dedication and love of their children! Children take pride in knowing that their parents are actively participating in their school.

In order for a school to be successful, there must be excellent academics, as well as high quality extra-curricular, nonacademic programs. Parent volunteers are an absolute must for the fundamental nonacademic programs to be implemented and run smoothly in school. We have sought to provide the parent body with an informational guide, answering questions that many parents have regarding volunteer opportunities. This booklet will show you how to become a part of the Bais Yaakov community through volunteer efforts, and also provide you with much needed information regarding fulfilling the give/get obligation.

Please note that another family member (grandparent, sibling, etc.) may fulfill your hours if needed.

The ***Give or Get*** requirement is 15 hours or \$450.00.

How to Use this Guide Book:

Please take the time to review all of the information contained within this booklet.

After you have decided in which areas you would like to participate, please fill out this Give or Get Guidebook online at <https://portal.admirepro.com/byhstc/account/login>. If the family has fulfilled the 15-hour requirement, then the account listed on your payment form will not be charged. If the 15-hour requirement was not fulfilled, the account listed on your payment form will be charged up to \$450 on July 1, 2024.

Please keep this copy of the Guidebook as a reference throughout the year.

Parent's Name	
E-mail	
Home Phone	Cell Phone

- Give or Get Chair (1) \$400**
 Manage the Give or Get communication. Keep spreadsheet up to date.
TWO YEAR COMMITMENT.

- Lice Checker** – at school \$30/hr.
 Participate in the scheduled school-wide lice checks.

- Alumni List Coordinator (1) \$400**
 Keep the database of alumni up to date.
 Coordinate callers from each year to make calls for Banquet Ads and other fundraisers.

- G.O. Activities \$30 / hr.**
 - Shopping
 - Setting Up
 - Cleaning Up

- Professional Services: \$35 / hr.**
 - Legal**
 - Accounting**
 - Computer**

- Coordinate Drivers for field trips: \$35 / hr.**

- Photographer. School pictures taken in the fall and at Graduation \$35 / hr.**

- Writing for newsletters, proofreading yearbook/journal \$30/hr.**

- **Driver for school events \$30/hr.**
- **Office help \$30/hr.**
 - Substituting in the office, to answer phone and door when needed.
 - Helping with mailings

TEACHER/STUDENT APPRECIATION

- **Coordinator of Chanukah teacher gifts (1) \$150**
 - Collect money from parents, to be used towards a gift for teachers.
 - Give the money to Mrs. Mayer a week before Chanukah.

ANNUAL BANQUET

- **Ad book calling chair (1) \$450**
 - Keeping track of calls being made and who has contributed.
- **PROOFING Ads \$30/hr**
- **PROOFING Community Directory \$30/hr.**
- **PROOFING Business Listings \$30/hr.**
- **SOLICITING NEW ADS – 50% goes towards Give or Get**
- **CALLING FOR ADS \$30/hr.**
- **WRITING FOR AD JOURNAL \$30/hr.**
- **Ads over \$2,000.00 will be fully credited as their Give or Get.**

PRODUCTION / CONVENTION

- **Sewing Costumes \$35/hr.** Help with costumes for the show

- **Set builder/props** \$30/hr. Fathers welcome!
- **Manpower** \$30/hr. by job Help shlep props and sets (a great job for fathers)
- **Production practice chaperone** - \$30/hr
- **Ticket sales / Box Office / Publicity** – \$150.00
- **Adult Supervision for various aspects of convention** – \$35.00